Submitting your Final RTR Progress Report through *Interfolio*

Faculty who received Release Time for Research should report on their progress at the end of the academic year in which the award is made (by June 30). You must complete the RTR Final Progress Report form and update and provide copies of any manuscript drafts and/or published work and any planned, submitted or funded grants produced during this period (AY24-25) under the respective Faculty Activity Reporting "Activities" sections of *Interfolio*.



STEP 1: Updating ACTIVITIES Sections

You must update and provide copies of any manuscript drafts and/or published work and any planned, submitted or funded grants produced during this period (AY24-25) under the respective Faculty Activity Reporting "Activities" sections of *Interfolio*. **Review all sections closely**

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	Faculty Activity Reporting	Teaching		Click the section	blue triangle to and view instr	expand a uctions.		Help		
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Attaching Files to Individual Entries in "Activities" Sections

Activity Input

Scholarly Contributions and Creative Productions : Journal Article

0 Please enter any sponsored or non-sponsored grant data. Report your scholarly contributions, including articles, books, creative work, presentations, patents, and more. Note: Conferences attended where you are not presenting Please include Proceeding Publications in the "Conference Proceedings" catagory. Co-author(s): When adding a University co-author, choose Select Internal Faculty Member. Note: only University faculty with accounts are included in this search. If your * Indicates required field Citation Preview: The 'Citation Preview' below shows how your item will appear on your CV. Choose an Output Style from the drop-down menu (e.g., APA; MLA; NLM) and * Indicates required field A Input Form Select for Semester Spring . Status* ▼ 2024 Title* Fill in all required form fields for each entry. Be sure to update the status Journal Title and select the correct semester for Series Title the activity. Month / Season 😢 Upload copies of manuscripts, etc. under the "Attachments" section. C Attachments ? E Attachments ? Attachment Type Attachment Attachment Type Attachmen Upload File no file uploaded File 🔻 File 🔻 Upload File Add Another Add Another Save and Add Another Save and Go Back Save Cancel

Activity Input



Note: Honors, awards and fellowships, etc (internal and external) whether or not it includes a monetary grant or award, should be reported in the Honors and Awards activit

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* Indicates required field

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STEP 2: Completing the RTR Final Progress Report Form

After updating your Activities sections, Select "Your Packets" on the left side

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Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	View
Kean University First Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	View
Kean University Sabbatical Leave	Sabbatical	Last Submitted on Dec 18, 2023	Case due Jan 19, 2024	View
Kean University Lecturer Evaluation 2023	Review	Not Submitted	Case due Jan 24, 2024	View
Kean University Released Time for Research AY 24-25	Other	Last Submitted on Jan 26, 2024	Case due Jan 26, 2024	View
Kean University A-328 2023-2024	Review	Not Submitted	Case due Feb 16, 2024	View
Kean University June Activities: Submission of Application for I	Other Existing Resources	Not Submitted	Case due Feb 19, 2024	View
Kean University June Activities: Identification of Unassigned or	Other Unstructured Time	Not Submitted	Case due Mar 22, 2024	View
Kean University RTR Final Progress Report	Other Click the "Kean University" link	Not Submitted	Case due Jun 30, 2024	View
	Kean University 2nd Year Faculty Reappointment Evaluation Kean University First Year Tenure Track 2024 Kean University Sabbatical Leave Kean University Lecturer Evaluation 2023 Kean University Released Time for Research AY 24-25 Kean University A-328 2023-2024 Kean University June Activities: Submission of Application for E Kean University June Activities: Identification of Unassigned or Kean University RTR Final Progress Report	Kean University Tenure 2nd Year Faculty Reappointment Evaluation Reappointment Kean University Reappointment First Year Tenure Track 2024 Sabbatical Kean University Sabbatical Sabbatical Leave Review Lecturer Evaluation 2023 Review Kean University Other Released Time for Research AY 24-25 Review A-328 2023-2024 Other June Activities: Submission of Application for Existing Resources Other June Activities: Identification of Unassigned or Unstructured Time Other Kean University Other June Activities: Identification of Unassigned or Unstructured Time Other RTR Final Progress Report Click the "Kean University" link for the RTB Final Progress Report	Kean University Tenure Last Submitted on May 22, 2023 2nd Year Faculty Reappointment Evaluation Reappointment Last Submitted on Oct 17, 2023 Kean University Reappointment Last Submitted on Oct 17, 2023 First Year Tenure Track 2024 Sabbatical Last Submitted on Oct 17, 2023 Kean University Sabbatical Last Submitted on Dec 18, 2023 Sabbatical Leave Review Not Submitted Lecturer Evaluation 2023 Conter Last Submitted on Jan 26, 2024 Released Time for Research AY 24-25 Review Not Submitted Kean University Review Not Submitted -A228 2023-2024 Other Not Submitted Kean University Other Not Submitted June Activities: Identification of Unassigned or Unstructured Time Other Not Submitted Kean University Other Not Submitted June Activities: Identification of Unassigned or Unstructured Time Other Not Submitted Kean University Other Not Submitted FIR Final Progress Report Click the "Kean University" link for the RTR Final Progress Report Not Submitted	Kean University Tenure Last Submitted on May 22,2023 Case due Sep 8, 2023 Znd Year Faculty Reappointment Evaluation Reappointment Last Submitted on Oct 17, 2023 Case due Nov 17, 2023 Kean University Reappointment Last Submitted on Oct 17, 2023 Case due Nov 17, 2023 Kean University Sabbatical Last Submitted on Dec 18, 2023 Case due Jan 19, 2024 Kean University Review Not Submitted Case due Jan 24, 2024 Lecturer Evaluation 2023 Review Not Submitted on Jan 26, 2024 Case due Jan 26, 2024 Kean University Other Last Submitted on Jan 26, 2024 Case due Jan 26, 2024 Review Not Submitted Case due Jan 26, 2024 Case due Jan 26, 2024 Released Time for Research AV 24-25 Review Not Submitted Case due Jan 26, 2024 Kean University Other Not Submitted Case due Feb 16, 2024 June Activities: Submission of Application for Existing Resources Other Not Submitted Case due Mar 22, 2024 June Activities: Identification of Unassigned or Unstructured Time Other Not Submitted Case due Jan 30, 2024 Kean University Other Not Submitted Cas



There is 1 Required Item under the "Candidate Documents" section: Click "Fill Out Form" to complete the RTR Final Progress Report AY24-25 To view the questions on the form prior to completing it in Interfolio, visit the <u>Faculty Forms Website</u> and select the "RTR Final Progress Report" link for full details

Kean University > Your Packets	, rogress Repo	rt	View Instructions	Preview Packet		
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How to Confirm that the RTR Final Progress Report was successfully submitted:

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Home	Kean University 2nd Year Faculty Reappointment Evaluation	Tenure	Last Submitted on May 22, 2023	Case due Sep 8, 2023	View
Your Packets	Kean University First Year Tenure Track 2024	Reappointment	Last Submitted on Oct 17, 2023	Case due Nov 17, 2023	View
Announcements & Help	Kean University Sabbatical Leave	Sabbatical	Last Submitted on Dec 18, 2023	Case due Jan 19, 2024	View
Profile Activities	Kean University Lecturer Evaluation 2023	Review	Not Submitted	Case due Jan 24, 2024	View
Forms & Reports Vitas & Biosketches	Kean University Released Time for Research AY 24-25	Other	Last Submitted on Jan 26, 2024	Case due Jan 26, 2024	View
Find Colleagues	Kean University A-328 2023-2024	Review	Not Submitted	Case due Feb 16, 2024	View
Account Access	Kean University June Activities: Submission of Application for Existing Resources	Other	Not Submitted	Case due Feb 19, 2024	View
Promotion and Tenure Cases	Kean University June Activities: Identification of Unassigned or Unstructured Time	Other	Not Submitted	Case due Mar 22, 2024	View
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		Click "Your Packets" to page to confirm tha packet shows the	o return to the main t the status on the submission date.		

If you have any questions, please email interfolio@kean.edu